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Dec. 1997

SEASONS GREETINGS

Art designed by Bari Losson

B. Losson '97

From the Montana Department of Corrections Staff

From OUR House to YOURS

SUGAR COOKIES

Cream together
2 c granulated sugar
2 c powdered sugar
2 c butter
4 eggs
2 c liquid Crisco
2 tbsp vanilla

Add and Mix
2 tsp cream of tartar
2 tsp salt
2 tsp baking soda
8½ c flour

Chill dough at least two hours. Bake at 350 degrees until light brown. Makes 12 dozen cookies.

RUM CAKE

1 yellow cake mix
½ c cooking oil
¼ c rum
1 vanilla instant pudding (can use lemon pudding as substitute)
4 eggs
½ c water

Mix above ingredients for 5 minutes. Grease and flour bundt pan. Bake at 350 degrees for 50 minutes.

Sauce
½ c butter or margarine
¼ c rum plus 1 cap more
1 c white sugar
¼ c water

Boil for 3 minutes in sauce pan. While cake is still in the bundt pan, make prong holes and pour the sauce over the cake. Let set for 30 minutes. After cake has set 30 minutes, turn out onto dish.

SPICY GINGERSNAPS

½ c butter
¼ c molasses
2 c sifted flour
2 teaspoon soda
1 teaspoon clove
1 c sugar
Granulated sugar for rolling

Cream butter, add sugar gradually, and egg; mix well. Blend in flour, soda, clove and chill. Shape into 1 inch balls. Place 2 inches apart on greased cookie sheets. Bake at 375 degrees for 10-15 minutes. Cookies become crisp when cool. Makes about 4 dozen.

FRIENDSHIP CAKE

1 c. "Greetings"
½ c. "Smiles"
1 large "Hug"
⅔ c "Love"
1 tsp "Sympathy"
2 c "Hospitality"

Cream "Greetings" and "Smiles" thoroughly. Add "Hugs" separately. Slowly stir in "Love". Sift "Sympathy" and "Hospitality" and fold in carefully. Bake in "Warm Heart". Serve often.

CHRISTMAS CHEESE CAKE

Crust
2 c graham cracker crumbs
½ c margarine or butter
2 tbsp sugar
Place crumbs and sugar in a 9" or 11" pie pan. Melt margarine and mix into crumbs thoroughly. Press crumbs evenly on bottom and sides of the pan.

Filling
1 can sweetened condensed milk
2 c cool whip
½ tsp vanilla
1 8-ounce package cream cheese
⅓ c lemon juice
Place softened cream cheese into a mixing bowl. Using medium speed on mixer, stir milk into cheese (gradually for smoothness). Add other ingredients and mix well. Pour over pie crumb shell. Cool pie for at least 3 hours or freeze.

Topping
1 can cherry pie filling
gel frosting, sprinkles or nuts to decorate
For Christmas, when getting ready to serve, put cherries around the outside 3 inches or so of the pie pan in a wreath shape. Then use green ribbon gel frosting and make a bow at the top and a few sprigs of holly or leaves. You may also sprinkle with red and green sugar or candy sprinkles and write Merry Christmas or Welcome Friends with the ribbon gel in the middle of the wreath.

APRICOT-PECAN BREAD

2½ c dried apricots, chopped
½ c butter or margarine (softened)
½ tsp salt
1 tsp allspice
1 c chopped pecans - (I also added 1 c walnuts for added flavor)
2 c sugar (I substituted 1½ cups brown and ½ cup white)
2 lg eggs (I used 4 whites and 1 yolk)
1 tbsp plus one teaspoon baking powder
1½ c orange juice (might be even better with apricot juice)
4 c all-purpose flour
tsp baking soda
1 tsp cinnamon

Chop apricots and place in warm water to re-hydrate [illegible] min. Beat butter at medium speed approximately 2 [illegible] gradually add sugar beating well. Add egg beaten [illegible] Combine 4 cups flour, baking powder, baking soda and [illegible] mixture alternately with orange juice until blended. Stir [illegible] and nuts. Grease and flour 2 [illegible] 8 inch loaf pans [illegible] at room temperature 10 to 20 minutes. Bake at 350 [illegible] hour. Actually it took about 70 minutes. Cool [illegible] remove form pans and cool on wax paper or wire rack.

Department of Corrections
Public Safety & Trust

Newsletter

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December 1997

Message from the Director

MDOC Successes in '97

As 1997 winds down we can easily focus on the anticipated demands of the coming new year including ever increasing adult and juvenile offender populations, pending court cases, a likely execution, new policy, new facilities to bring on line, and a new legislative planning period, and forget to pause in appreciation of the past year's accomplishments.

So please take a minute with me during the holidays to review some of your accomplishments during this past year:

- Opening Riverside, the new state operated secure facility for female juvenile offenders.
- Offering new standardized basic corrections training through the Montana Law Enforcement Academy for corrections and detention personnel.
- Moving more than 400 male inmates between three out-of-state prisons without a serious injury or security threat.
- Moving and opening the new Treasure State Corrections Training Center.
- Filling contracts to supply furniture for dormitories at the University of Montana, MSU-Bozeman and MSU-Billings.
- Completing the project to revise and update more than 200 department policies.
- Issuing, on time, of a request for proposals (RFP) for a 500-bed privately operated prison in Montana.
- Completing Emergency Preparedness Training for 250 staff members.

Certainly, this brief list only touches on a few of the large and small contributions Department employees make every day.

Especially at this time of year we should look behind with pride at the Department's progress. As the holidays approach take time to enjoy the peace of the season and your significant achievements; tomorrow and the new year will come soon enough.

I appreciate the opportunity to work with Montana's corrections professionals. May the peace and joy of this holiday season be with all of you.

Schedule of Events

12-25-97	**CHRISTmas Day!**
01-01-98	**Happy New Year**
01-07-98	**Management Team Meeting, MLEA Maple Room, 10-6, Contact: Jan Bouchee**
01-08-98	**Management Team Meeting, MLEA Maple Room, 8-12, Contact: Jan Bouchee**
01-13-97	**Policy Task Force, Treasure State Correc. Trng. Cntr., 9-5, Contact: Lois Adams**
01-14-97	**Policy Task Force, Treasure State Correc. Trng. Cntr., 8-5, Contact: Lois Adams**

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Pine Hills Passes Justice Investigation

By Steve Gibson, Superintendent

Pine Hills Youth Correctional Facility along with the Department of Corrections received official notification from the United States Department of Justice that the investigation which began in October of 1991 was satisfactorily closed as of November 13, 1997.

The recent communication by the Department of Justice included the following summary statement from a lead consultant. "After reviewing documentation, checking files, interviewing youth, and touring the facility, it is clear that Pine Hills has improved its operations and delivery of service to the highest level since these monitoring tours began some years ago."

The Department of Justice conducted four reviews between December 1991, and April 1997, focusing mainly on 1) security and supervision measures; 2) fire safety and potential hazards from existing buildings; 3) mental health needs of juveniles; and 4) seclusion, restraint, and disciplinary measures in practice at Pine Hills.

Since the initial review Pine Hills demolished three turn-of-the-century living units, which reduced the emergency capacity to 85 juveniles. Pine Hills has revised and implemented policies and operating procedures that meet, and in some cases exceed, American Correctional Association standards for seclusion, restraint and disciplinary procedures; and increased psychological services. Pine Hills also upgraded all safety and health standards meeting with the approval of both State and Federal inspections.

Along with these accomplishments, in April of 1998, Pine Hills expects to become the first facility in Montana to be fully accredited by the American Correctional Association.

Plans are also currently being finalized for the construction of a new secure building at Pine Hills. Construction will begin in the spring of 1998, with a completion date of August 1999. This facility was approved by the previous legislature and is expected to be more cost efficient while increasing security, safety, and the emergency capacity from the current 85 to 120.

The amiable closure of the cooperative effort in this investigation, which did not result in any form of litigation, is attributed to the hard work and dedication of Pine Hills' employees during the past six years, along with the support of the Montana legislature and leadership of Rick Day and the Department of Corrections. The Department of Corrections and Pine Hills will continue their commitment and dedication to improving the existing juvenile correctional system.

Juvenile Services Begin in Deer Lodge

By John Paradis
Juvenile Residential Placement Unit Manager

The Montana Threshold for Change program began offering services for male juvenile sex offenders at Deer Lodge on October 15, 1997. The Brown Schools Behavioral Health System administers the program under contract with the Department.

The first youths approved for placement were screened and accepted during the initial opening week. This initial population included three Montana youths who were currently in placement in the Brown Schools programs in Texas. Two other offenders from the Pine Hills Youth Correctional Facility were screened and accepted following the placement of the Texas youth. Shortly after the arrival of the initial population of five youth, one additional youth was placed through commitment from the Flathead County Youth Court.

Currently nine juveniles are enrolled in the program. There are three youths still pending transfer review with two youths pending adjudication. The facility is licensed through DPHHS as a Youth Care Facility with a capacity of 24 beds. The MDOC contract authorizes services for up to 20 youths who have been adjudicated as delinquent offenders, have been committed to the care and custody of the Department, and have been determined through a Montana Sex Offender Treatment Association assessment to need sex offender therapy.

The pending placements, if approved, will bring the total program population to 14 offenders within the first two months of operation. This will allow a vacancy of seven beds expected to be filled through new transfer requests and new commitments within the third month of operation.

Referrals through the Youth Placement Committees that normally would have been considered for out-of-state secure sex offender treatment services are now encouraged to be directed to the Montana Threshold for Change program. Questions regarding admissions to the program, bed vacancies, and program offerings can be directed to Mr. Ted Lechner, program administrator, 1-406-846-3000.

MSP Cook/Chill Construction Begins

By Bob L. Williams, Food Service Director

Towards the end of August this year, Montana State Prison began to see signs of new construction. The new Cook/Chill food production facility is now under construction just west of the MSP warehouse. The construction timetable has been estimated at 360 days to be followed by a 30-60 day break-in: practice time for food preparation. By November-December of 1998, we hope to be preparing most food items at the new facility. Eventually this new facility will be feeding the new Montana State Hospital at Warm Springs as well as two MSP overflow units on the same campus.

The Cook\Chill facility has been designed to prepare 10,000 meals per day. Food will be prepared in 240 gallon steam kettles, a 1,000 pound cook tank, Rack-roll-in Ovens, and Blast and Tumble Chillers. Bakery items will still be produced in the MSP High Side Food Service and that will be expanded into the main kitchen area that has been freed up by the absent food production.

Staff and inmates at MSP are enjoying some of the benefits of the new facility already. Some new items on the MSP menu are designed to give practice now on what we will be doing at the Cook/Chill kitchen. Pasta Primavera, Barbecue Beef, Cheeseburger Casserole, Chicken Fajitas, etc. are all items we plan to produce in the new production facility.

The following is a narrative description of Cook/Chill centralized food production. This may help those not familiar with the process to understand what Cook/Chill is all about.

Cook/Chill is the technology of cooking food in advance, rapidly chilling it and then placing it into refrigerated inventory until time of use. The cooking process is actually finished during the retherm or reheating phase at each serving location. It is a technology of efficiency that allows streamlining and economizing without sacrificing quality. The primary difference between a conventional food preparation system and an advance prepared food system is that you are producing food for inventory, instead of immediate service. The proposed facility will use blast chilling for food prepared one to three days in advance and special kettles and aseptic casings for food prepared up to four weeks in advance.

A cook/chill production system offers the operator a myriad of benefits. There are no serving deadlines to meet or interfere with production. Equipment and personnel are dedicated solely to cooking and can be scheduled for peak efficiency. The production staff cooks meals for the entire week (7 days) in a standard 5 day, 40 hour week. Food quality is improved and over production is reduced because of precise ingredient control and scheduling that allows sufficient time to prepare food properly. In addition, employees work normal hours. This reduces turnover and overtime pay. Nutrient retention is increased because of limited heat and moisture exposure.

Advance prepared foods are ideal for satelliting to auxiliary sites. Because of efficiencies of batch preparation, volume can be increased without subsequent increases in labor requirements.

Money spent to purchase and install the special equipment required for cook/chill production is soon repaid through labor and food cost reductions.

VINE Update

By Mike Cronin, Victim Information Specialist

People have been using the VINE victim notification system since it went on-line August 14, 1997. For the period of 8/14 to 11/11/97, 87 telephone numbers have been registered with VINE for notification representing 13 area codes.

During that same time, the VINE computer made 138 telephone calls to reach 22 registered people. One escape was entered into the system; however, no one was registered for that offender.

Users of the system must remember to use a zero in place of the six for "Oh" when entering the adult offender number.

Recently the Department was able to correct a confusing part of the computer's script. Annual parole review dates were being presented as if they were actual parole hearing dates, and some callers were justifiably confused. The initial solution has the computer download only the actual or projected parole hearing dates. We will look into how we can reinsert annual review dates and make it clear that those dates do not constitute a hearing.

The Vine toll-free number is 1-800-456-3076 24-hours a day, seven days a week. The toll-free victim hotline number is 1-888-223-6332 and rings at the desk of victim information specialist Mike Cronin's office.

Correctional Officer Recruitment at MSP

By Anita Larner, Personnel Officer

The 55th Legislative Session approved Montana State Prison to hire a total of 30 Correctional Officer positions as well as numerous other positions. MSP Personnel immediately began the recruitment process and between July 1, 1997, and July 11, 1997, twelve individuals were hired as Correctional Officers. Another recruitment began immediately which resulted in 16 additional individuals being hired as Correctional Officers.

Through the various other positions authorized by the Legislature, there was an array of in-house promotions. This, as well as the usual resignations, brought the custody ranks down in numbers. However, another recruitment was immediately put into place and by October, 1997, we had 22 more Correctional Officers starting training.

Rumors have abounded regarding the difficulty in recruiting for Correctional Officers. The real issue has been that the number of applications received has decreased substantially and this has caused the Personnel Office to conduct a continuous recruitment process. The majority of individuals hired for CO positions come from the surrounding area and with the unemployment rate in the Valley being very low, MSP has felt the effects. We continue to recruit statewide and have begun recruitment nationwide via the Inter-Net, newspapers, magazines, etc. Although the number of applications for the position of CO has decreased, the standard of professionalism and quality in the individuals hired is not being jeopardized.

MDOC Implements Tobacco Policy

By Lois Adams, Policy Manager

The Policy Task Force was charged with writing a policy addressing tobacco use and smoking in Department facilities and programs. At first this seemed to be a regular sort of item on the Task Force's agenda. However, it soon became clear to the Task Force members that we had a tiger by the tail. Many hours of research, along with thoughtful input from each facility and program went into the final product which is provided in full as an insert in this month's newsletter.

The policy basically states that **smoking is prohibited in any Department owned or leased building or vehicle, while both smoking and smokeless tobacco are prohibited in Department facilities housing offenders.** The policy becomes effective January 1, 1998, but allows facilities/programs an additional 90 days in which to implement.

The Task Force well understands that perhaps no one will be completely satisfied with the policy as it is written, and many of you may even believe there should be no policy regarding tobacco use. So let me share the reasoning that went into the formulation of this controversial policy.

Limiting tobacco use is in the interest of the Department for the following reasons:

1. Secondhand smoke presents health risks to non-smoking employees.
2. Prohibiting the use of tobacco products is good correctional practice, and:
   a. may help control more dangerous contraband,
   b. reduces maintenance and improves sanitary conditions, and
   c. makes the correctional environment more restrictive without raising constitutional issues.
3. Role modeling is important in a correctional environment. Inmates not smoking while correctional staff smoke could set up conflict.
4. Restricting the use of tobacco in institutions but not within the Department could divide institutional employees and other employees.
5. The State of Montana has joined national lawsuits against tobacco companies. A tobacco-free policy is consistent with this position.
6. Statutory provisions prohibit tobacco possession and use by juveniles.
7. No Department building has been constructed and designed with the ability to disperse secondhand smoke, and regional prisons are planned to be non-smoking facilities.
8. Public funds support employee and offender medical plans. Therefore, the Department should discourage tobacco use during work hours because medical evidence shows tobacco use is a health risk.

The Policy Task Force looked at these issues and balanced them with state law, current state policy, legal opinions, Union concerns, and comments from staff and management. We then submitted the policy to the Management Team for some final changes. The policy in this newsletter is the final product. If you have questions or concerns, ask your immediate supervisor, or feel free to contact me at 444-4933.

DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES

Policy No.: DOC 3.4.3	Subject: **TOBACCO USE**
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 2
Section 4: Rules and Discipline	Revision Date:
Signature: /s/ by Director Rick Day 12/3/97	Effective Date: Jan. 1, 1998

I. POLICY:

It is the philosophy of the Department of Corrections to support a tobacco-free environment in all its facility/programs.

In support of this philosophy, it is the policy of the Department of Corrections to prohibit smoking in all buildings, offices, facilities, programs and state vehicles owned or leased by the Department. The Department prohibits smoking and smokeless tobacco use in all correctional facilities/ programs housing offenders.

II. AUTHORITY:

Title 50, Chapter 40, MCA. Montana Clean Indoor Air Act.
53-1-203, MCA. Power and Duties of the Department of Corrections

III. DEFINITIONS:

None.

IV. PROCEDURES:

A. General

To promote a healthy and safe work environment for employees, offenders, and visitors, the following Departmental procedures shall be implemented:

1. Posting
   Department buildings and vehicles will be conspicuously posted with signs prohibiting smoking and/or tobacco use.

2. Smoking Restrictions and Receptacles
   a. In buildings or programs not housing offenders, employees and visitors will be required to cease smoking upon entering all owned or leased Department buildings and offices. Proper receptacles for disposal of smoking products will be placed at all appropriate locations. Smoking is not permitted in any vehicle owned or leased by the State.

b. Programs not housing offenders may establish designated outdoor smoking areas. Consideration in implementing local policy needs to take into account placing outdoor smoking areas away from public entrances to buildings.
c. Wardens and Superintendents may approve specific exceptions designed to address legitimate offender spiritual practices.

B. Employee Assistance

The Department, recognizing the difficulty in breaking the tobacco habit, will assist employees in accessing information about the cessation of tobacco use. To provide employees wishing to discontinue using tobacco products with information on tobacco cessation programs, the Department will contact non-profit community programs for information on tobacco cessation programs. This information will be made available to employees at the work site or off the work site after work hours, and may include self-help publications, videotapes, audio tapes or group programs. No employee will be paid for time spent in these programs.

C. Notification

Employees will be notified of the provisions of this policy upon employment. Vacancy announcements will contain smoking or tobacco use restrictions.

D. Compliance

1. Offenders violating this policy shall be subject to disciplinary action.

2. Staff violating this policy shall be subject to progressive disciplinary action in accordance with Department policy 1.3.2, Disciplinary Action.

3. Non-employees violating this policy shall be advised of the policy, and if they fail to comply, shall be directed to leave the premises.

E. Implementation

Facilities or programs, with approval of the Department Director, may delay implementation of this policy for 90 days following January 1, 1998.

V. CLOSING:

Questions concerning this policy shall be directed to your immediate supervisor.

New Telephone Greeting at MSP

By Mike Mahoney
Warden

If you have called the prison recently, you were probably surprised by the greeting now given by the automated attendant. The new greeting begins with: "Thank you for calling the Department of Corrections facilities in Deer Lodge.

The purpose of this new greeting is to acknowledge the other programs that operate independently of Montana State Prison. These programs are the Montana Correctional Enterprises Group and the Treasure State Correctional Training Center, formerly known as the "Boot Camp".

The new phone system can be a very pleasant or very frustrating experience for you depending on your knowledge base. If you know the four (4) digit extension that you are calling, you can enter your number as soon as you get the automated attendant. You do not need to wait for the
recording to complete the instructions. They are intended for people that do not know the extension of the person or the program that they are attempting to reach.

If you don't have a current list of the extensions that you call frequently, please contact Cheryl Coughlin, my Administrative Assistant and she will provide you with this information.

I am confident that once you familiarize yourself with the new system, you will find it to be user friendly and very efficient.

In Memoriam

Pine Hills Youth Correctional Facility was saddened by the loss of four former employees. Mr. Jack McKenzie, Night Security; Mr. Otto Kron, Maintenance; Mr. Dom Patch, Recreation; and Mrs. Pat Dyba, Cottage Life. Our condolences to their families.

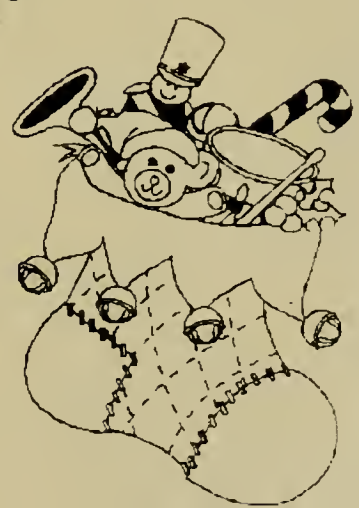
Private Prison RFP Schedule

Here is the Anticipated Schedule of Events for the Request for Proposals regarding Private Prison Development and Operation as provided for in House Bill 83.

All times listed on this Anticipated Schedule of Events are Mountain Standard Time.

1. RFP Issue Date . . . . . December 1, 1997
2. Pre-Proposal Written Comments Due . . . . 5:00 p.m. December 9, 1997
3. Mandatory Pre-Proposal Conference . . . . . 9:00 a.m. December 15, 1997
4. Optional MSP Site Visit . . . . . 9:30 a.m. December 16, 1997
5. Deadline for Submission of All Written Questions . 2:00 p.m. December 19, 1997
6. Written Responses Distributed . . January 12, 1998
7. Deadline for Prospective Proposers to Notify MDOC of Intent to Propose . . . . . 5:00 p.m. January 16, 1998
8. Proposal Submission Deadline . . . . . 2:00 p.m. February 16, 1998
9. Letter of Intent to Award Contract Issued . . . . . June 1, 1998

May all your stockings be filled with wonderful blessings!



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DEPARTMENT OF CORRECTIONS MISSION

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